

Civil Service Commission

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Tuesday, June 28, 2011 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
Jeannie Nix, President
Bill Tappan, Vice President
Robert Bergman
Jay Salter
Arthur Chapman

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**
The following minutes are submitted for approval:
 - a. May 25, 2011 – Regular
4. **Reports**
 - a. Commission President
 - b. Commission Subcommittees
 - c. Commission Counsel
 - d. Commission Secretary
 - (1) Commission Calendar
 - a. Status of any upcoming Appeal Hearings
 - b. July dates
 - (2) Update on County Budget
5. **Closed Session (per Government Code Section 54956.9):** Discuss Appeal #A09-025
6. **Closed Session (per Government Code Section 54957.6):** Conference with Civil Service Commission rules negotiator (Shane Stark) regarding status of 2010-2011 Civil Service Commission rules update.
7. **Closed Session (per Government Code Section 54956.9):** Deliberation on findings and decision regarding Appeal #A10-005
8. **Closed Session (per Government Code Section 54956.9):** Continued Hearing and Deliberations regarding Appeal #A10-004
9. **Adjournment**

Civil Service Commission

DRAFT

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, May 25, 2011 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



MEMBERS OF THE COMMISSION
Jeannie Nix, President
Bill Tappan, Vice President
Robert Bergman
Jay Salter
Arthur Chapman

MINUTES

Present: President Jeannie Nix, Commissioner Art Chapman, Commissioner Bill Tappan, Commissioner Robert Bergman (he was initially absent and then joined the meeting when the Commission took up Item 7.)

Absent: Commissioner Jay Salter

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Robin Mason

Counsel: Assistant County Counsel Rita Neal, Commission Counsel/ Rules Negotiator Stephen Shane Stark

1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:01 A.M. and led the flag salute.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. Being none, President Nix closed the public comment period.

3. Minutes

April 27, 2011 Regular Meeting

A motion to approve the April 27, 2011 Regular meeting minutes as presented was made by Commissioner Tappan and seconded by Commissioner Chapman. The motion carried 3-0-2.

May 10, 2011 Special Session Hearing

A motion to approve the May 10, 2011 Special Session Hearing minutes as presented was made by Commissioner Chapman and seconded by Commissioner Tappan. The motion carried 3-0-2.

May 11, 2011 Special Session Hearing

A motion to approve the May 11, 2011 Special Session Hearing minutes as presented was made by Commissioner Tappan and seconded by Commissioner Chapman. The motion carried 3-0-2.

4. Reports

Commission President

No report.

Commission Subcommittees

No report.

Commission Counsel

Rita Neal, Assistant County Counsel, addressed the Commission regarding County Counsel reassignments. Ms. Neal stated that she has been assigned to the Civil Service Commission. Mr. Stark will continue to be involved with disciplinary hearings and will handle all matters on the agenda. Ms. Neal will serve as backup counsel to the extent that she does not have a conflict of interest. Recently County Counsel has made changes where County Counsel represents the Department Heads in Grievance and Appeal proceedings and this will continue. Ms. Neal added.

Commission Secretary

Commission Calendar Updates

Ms. Douglas-Schatz stated that a letter was received from the Sheriff Department Appellant whose case is scheduled to be heard on July 27 and 28, 2011. The letter was received May 23 from the appellant requesting the July hearing dates be set aside so he has time to acquire new counsel. The determination rests with the CSC to decide. President Nix suggested agendizing the matter for the next regular meeting when more than three commissioners are present and that the Appellant be apprised of progress.

Commissioner Chapman suggested leaving July dates scheduled for now in case another matter is brought before the Commission. Ms. Douglas-Schatz informed the Commission that there is a termination appeal in the Department of Social Services pending but there are no proposed dates as of yet. Calendaring can occur via email if needed.

Update on County Budget/ Potential Layoffs

Ms. Douglas-Schatz explained that SLOCEA is continuing to work on concessions to save seven positions that are slated for layoff. She stated that preliminary layoff notices have been sent to employees, including reduction in hours being restored as of July 1, 2011.

5. Job Class Specifications – Revised

Emily Rutter, Personnel Analyst introduced Assessment Manager, Barbara Edginton of the Assessor's Department and presented the updates to the revised Job Specification Revisions for Assessment Technician I, II, III, and IV and Supervising Assessment Technician that were presented at the last regular meeting held on April 27, 2011. Ms. Rutter presented the two changes that included adding education and work experience to the Supervising Assessment Technician specification so it stands alone. There were no questions; Commissioner Chapman commented that the changes helped to make the specification more straight-forward to applicants and Ms. Rutter agreed.

A motion to approve the Job Specification Revisions for Assessment Technician I, II, III, and IV and Supervising Assessment Technician as presented was made by Commissioner Chapman and seconded by Commissioner Tappan. The motion carried 3-0-2.

6. Job Class Specifications – New

Cherie Anderson, Personnel Analyst introduced Linda McClure, Public Health Nutritionist working with the W.I.C. Program in the Health Agency. Ms. Anderson explained changes in Health Agency that warrant this new specification. Ms. Anderson indicated that this specification matches the specifications of the Program Manager II, but would include licensure from the State of California and require knowledge of specialized topics.

A motion to approve the new Job Specification: Nutrition Services Program Manager as presented was made by Commissioner Chapman and seconded by Commissioner Tappan. The motion carried 3-0-2.

7. **Closed Session (per Gov. Code, 54957.6): Conference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update.** The Commission adjourned into closed session after a ten minute break to discuss CSC rules update status and await Commissioner Bergman's arrival for item 8. Upon reconvening into open session, President Nix reported that Commissioner Bergman had arrived at 9:30 A.M. and joined the Commissioners for closed session regarding item 7. No action was taken; direction was given to CSC Rules Negotiator to work with HR on the latest draft of the rules. Then, President Nix turned the gavel over to Vice President Tappan to lead the discussion on item 8 and the Commission adjourned back into Closed Session.
8. **Closed Session (per Government Code Section 54957): Deliberation of Findings and Decision on remand from trial court, Jeremy Nisse v. County of San Luis Obispo and its Civil Service Commission, San Luis Obispo Superior Court, Case No. CV 10-0255 (Civil Service Commission Appeal No. A09-05)** The Commission adjourned into closed session at 10:02 A.M. to deliberate Findings and Decision for the above noted appeal. Upon reconvening into open session at 11:03 A.M., Vice President Tappan reported that Ms. Nix did not participate in the discussion for item 8 and that the Commission had reached a decision. Vice President Tappan read the conclusion of the decision and called for a motion. A motion was made by Commissioner Chapman and seconded by Commissioner Bergman to approve the Findings and Decision for Appeal #A09-05 as read. The motion carried 3-0-2.

Roll Call Vote:

President Nix	Abstain
Commissioner Bergman	Yes
Commissioner Chapman	Yes
Vice President Tappan	Yes
Commissioner Salter	Absent

A motion was made by Commissioner Bergman to authorize Vice President Tappan to sign the findings and decision for Appeal #A09-05 and seconded by Commissioner Chapman motion carried 3-0-2 [Commissioner Nix abstain; Commissioner Salter absent]. Then Vice President Tappan turned the gavel over to President Nix to report on closed session agenda item 9.

9. **Closed Session (per Government Code Section 54957): Deliberation on finding and decision regarding Appeal #A10-005.** President Nix stated that no action was taken and requested the item be continued to the next meeting.
10. **Adjournment**
Being no further business, the meeting was adjourned by President Nix at 11.05 A.M.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*